

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
DMH/DHS COLLABORATION PROGRAM**

PROMOTIONAL / TRANSFER OPPORTUNITY



Restricted to Department of Mental Health (DMH) Employees

SECRETARY III

The DMH/DHS Collaboration program is seeking an enthusiastic, motivated, experienced individual to fill the position of Secretary III. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Provide daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Gather data for general information purposes or special reports and contact other departments for additional materials/information as necessary.
- Schedule appointments and arrange conferences and meetings.
- Coordinate staff meetings and prepare minutes.
- Prepare notices, memos and bulletins.
- Review materials submitted to Program Head's attention and ensure all relevant information is included.
- Responsible for inventory, supplies, and procurement.
- Answer phone calls and refer to the appropriate individuals within the program.
- Create forms, graphs, and reports.
- Organize and maintain office files.
- Other duties as assigned by Program Head or administrative team.

DESIRABLE QUALIFICATIONS:

- Strong verbal and written communication skills.
- Strong administrative and organizational skills.
- Adaptable and flexible to meet the program needs.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Ability to effectively edit and draft documents.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Highly-skilled in working with MS Office, i.e., Word, Excel, PowerPoint, Visio, and Outlook.

Interested applicants who are currently holding the payroll title of Secretary III may submit their resume, letter of interest, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, March 16, 2012 to:**

**Naga Kasarabada, Ph.D.
MH Clinical Program Head
DMH/DHS Collaboration Program
(213) 639-6306**

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